

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PUBLIC WORKS OFFICE ASSISTANT**

Jurisdictional Class: **Competitive**

Date Adopted: **11/19/91**

Date Revised:

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **10**

DISTINGUISHING FEATURES OF THE CLASS: Assists the Commissioner and Deputy Commissioners in carrying out clerical and administrative tasks within the Department of Public Works. This is a highly important position involving detailed accounting, bookkeeping, government program administration, inter-governmental communication and record-keeping, and light secretarial and clerical duties. The employee must have a thorough knowledge of departmental organization, and must be able to act independently and make decisions without direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Audits time cards, including the maintenance of accrued time records, compiles overtime reports, and prepares payroll;
Carries out administrative tasks in relation to the implementation of a management information system;
Works with the Commissioner and Division Deputies in the preparation of the department budget;
Types all departmental correspondence;
Types and copies specifications and arranges for the advertising for bids;
Prepares purchase orders, reviews vouchers against purchase orders, writes checks, and processes payments;
Prepares and maintains the departmental inventory of property and equipment;
Maintains books of accounts for departmental expenditures;
Makes travel arrangements, prepares and processes travel vouchers for departmental employees;
Maintains petty cash fund;
Screens visitors and callers by answering questions and referring problems and complaints to the proper party;
Operates base station of departmental radio system and answers or refers questions;
Maintains departmental files;
Processes permits;
Assists departmental employees with benefits;
Does project analysis and cost analysis on materials, manpower hours, invoices, equipment;
Processes payments to towns for contracted services on county highways; processes bills to state for contracted services by county on state highways.
Handles Workman's Compensation claims;
Handles state grants and assistance e.g. CHIPS Program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of procedures and forms used to process payroll, personnel and accounting transactions. Working knowledge of the laws, rules and regulations regarding payroll, personnel, purchasing and accounting transactions. Basic knowledge of arithmetic. Basic knowledge of account-keeping. Knowledge of office management and practices. Ability to prepare routine reports and records. Good writing and communication skills. Knowledge and experience of computer operation, both PC software applications (Lotus 1-2-3, word processing, etc.) and main frame terminals.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

- (A) Graduation from a two-year college recognized by the State of New York with an Associate's degree in either Business Administration, Government, Accounting or a related field, and two (2) years of experience in maintaining and reviewing financial accounts and records; **OR**
- (B) Graduation from high school, or a GED, and four (4) years of experience in maintaining and reviewing financial accounts and records; **OR**
- (C) Any equivalent combination of training and/or experience as defined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's license.